

Displaced Homemaker Program – IS Client File Required Documents

If the client did not complete one of the items listed, document the reason.

- ☐ Intake Form
- ☐ Exit Form
- ☐ Follow up Form (when requested by the HECB)
- ☐ BESI pre- and post-test (copy/original of the complete BESI)
- ☐ Draft/Completed Resume
- ☐ Attendance Records (may be kept on a class roster rather than in individual student files.)
- ☐ Action/Personal Plan (Step 5 of the BESI can be used)

**Other Documents, if Applicable**

- ☐ Household/Personal Budget
- ☐ Cover Letter
- ☐ Job Application, Sample/Real
- ☐ Practice Interview Checklist (or local program interview evaluation form)

Displaced Homemaker Program – IS Client File Required Documents

If the client did not complete one of the items listed, document the reason.

- ☐ Intake Form
- ☐ Exit Form
- ☐ Follow up Form (when requested by the HECB)
- ☐ BESI pre- and post-test (copy/original of the complete BESI)
- ☐ Draft/Completed Resume
- ☐ Attendance Records (may be kept on a class roster rather than in individual student files.)
- ☐ Action/Personal Plan (Step 5 of the BESI can be used)

**Other Documents, if Applicable**

- ☐ Household/Personal Budget
- ☐ Cover Letter
- ☐ Job Application, Sample/Real
- Practice Interview Checklist (or local program interview evaluation form)

Displaced Homemaker Program – IS Client File Required Documents

If the client did not complete one of the items listed, document the reason.

- ☐ Intake Form
- ☐ Exit Form
- ☐ Follow up Form (when requested by the HECB)
- ☐ BESI pre- and post-test (copy/original of the complete BESI)
- ☐ Draft/Completed Resume
- ☐ Attendance Records (may be kept on a class roster rather than in individual student files.)
- ☐ Action/Personal Plan (Step 5 of the BESI can be used)

**Other Documents, if Applicable**

- ☐ Household/Personal Budget
- ☐ Cover Letter
- ☐ Job Application, Sample/Real
- ☐ Practice Interview Checklist (or local program interview evaluation form)

Displaced Homemaker Program – IS Client File Required Documents

If the client did not complete one of the items listed, document the reason.

- ☐ Intake Form
- ☐ Exit Form
- ☐ Follow up Form (when requested by the HECB)
- ☐ BESI pre- and post-test (copy/original of the complete BESI)
- ☐ Draft/Completed Resume
- ☐ Attendance Records (may be kept on a class roster rather than in individual student files.)
- ☐ Action/Personal Plan (Step 5 of the BESI can be used)

**Other Documents, if Applicable**

- ☐ Household/Personal Budget
- ☐ Cover Letter
- ☐ Job Application, Sample/Real
- ☐ Practice Interview Checklist (or local program interview evaluation form)